



Human Resources Newsletter

June 2001 News

What's New, What's Hot:

Governor Foster approved a 2% structure adjustment for employees at maximum pay. These employees are now eligible for a 2% increase effective on their anniversary date.

Special Events:

June 4 – Summer Program for Engineering Students begins.

June 6 – Civil Service Commission Hearing.

June 20 – Monthly SCHR (Standing Committee on HR) meeting at 8 a.m.

Retirement/Benefits:

Retirement workshops scheduled for June:

Section 58 – June 26

District 04 – June 28

District 05 – June 27



Training:

The New Employee Orientation for HQ Baton Rouge will be on June 6th at 8:30 a.m.

Training on Writing Position Descriptions will be given at the following locations:

District 62 – June 20

District 62 – June 27 (second session)

Section 45 – June 21

District 02 – June 28

Reminder: Download PPR forms from DOTD's web site rather than Civil Service's. DOTD's web site has the correct forms for our use.

Compensation Unit:

CS Commission Approval of Increased Special Entrance Rates (SER's): At its May 9th meeting, the CS Commission approved increased SER's for the Engineering Technicians up to ET-3 (GS 12) and the Mobile Equipment Operator series up to the MEO 1/Heavy (CS 12) on a department-wide basis, and the Electrician series for the N.O. area only.

Engineering Technician Job Study: The Engineering Technician Task Committee resumed work on the study May 18th. The plan is to submit the package to Civil Service this month (June).

Mobile Equipment Master Mechanic Allocation Review: The Compensation Unit plans to complete its review this month on the 100+ updated position descriptions (SF-3's) for all Master Mechanics and Leaders in light of job specification revisions approved/implemented by CS.

Clerical Review: Will begin work on this review in the upcoming weeks to include District clerical positions.